

# MANAGEMENT MEMO

NUMBER:
DATE ISSUED:
EXPIRES: No Expiration
ISSUING AGENCY: Department of General Services

SUBJECT:

Printing As A Personal Service

REFERENCES: California Constitution And Government Code, And State Contracting Manual

In accordance with Article VII of the California Constitution, Government Code Section 19130 and the State Personnel Board's application of those provisions of law, the Department of General Services has determined that contracts for printing services are personal services contracts and that a State agency may not enter into such a contract with a vendor outside of the State civil service unless Government Code Section 19130 permits the State agency to do so. In order to ensure compliance with Section 19130, the following provisions are now in effect:

1. The Department of General Services Office of State Publishing ("OSP") may contract out for printing services on behalf of State agencies in accordance with procedures that are established by OSP. Initially, those procedures will be those that have already been put in place by OSP, and the State Printer is hereby authorized to modify those existing procedures in conformance with the law and in accordance with the State's best interest.

For each such contract, OSP shall have on file a clear and concise statement as to the Government Code Section 19130 justification that pertains to the contract. OSP will engage in an interactive process with the Department of General Services Office of Legal Services ("OLS") in order to ensure that the procedures comply with Government Code Section 19130 and with other applicable provisions of the law.

2. Contracts directly between State agencies and outside vendors for printing services that fall within the parameters of OLS review must be submitted to OLS for review and approval. Regardless of whether OLS review and approval is required, however, any State agency entering into any such contract must justify the contract in accordance with Government Code Section 19130, and in formulating that justification, the agency must, at a minimum, contact OSP and ascertain that OSP declines to provide the printing services in question. The OSP contact for this purpose is the OSP Customer Development Manager whose present address and telephone number are as follows:

344 North Seventh Street  
Sacramento, CA 95814  
(916) 322-1038

The foregoing provisions must be complied with regardless of whether the authority for entering into a printing services contract is derived from the State Budget trailer bill or from other provisions of the law.



Barry D. Keene, Director  
Department of General Services